

### Accessing the ACA Site

Objective: Ability to create an account and show proficiency in accessing the ACA site.

To access the site copy and paste the link into your web browser.

<https://aca.accela.com/mesa/>

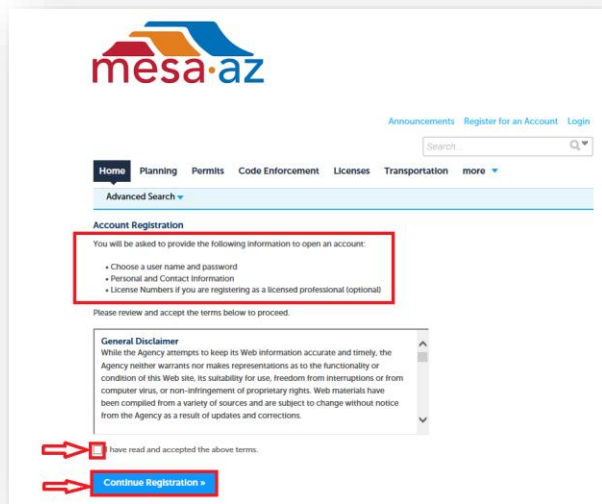
**New users will be required to register for an account.**

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

#### Account Registration and Creating a Password Step 1:

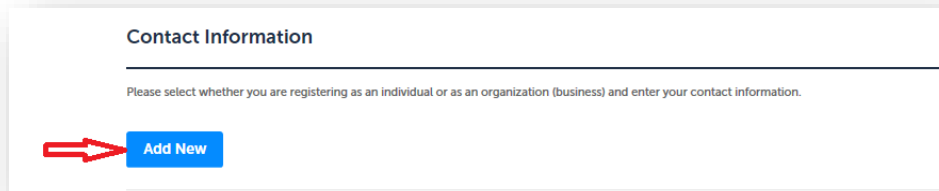
Please review and accept the terms checkbox and select the continue registration button



#### Account Registration Step 2:

Enter and confirm Your Account Information.

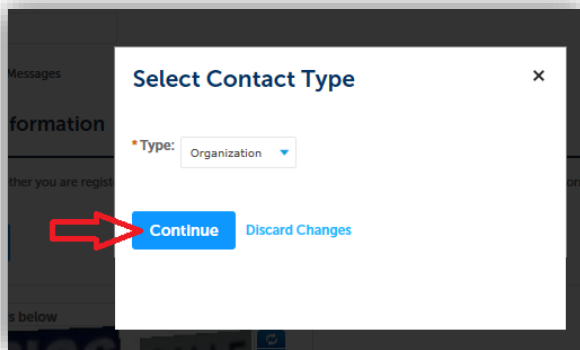
Select the Add New button to enter organization (business) and contact information



# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

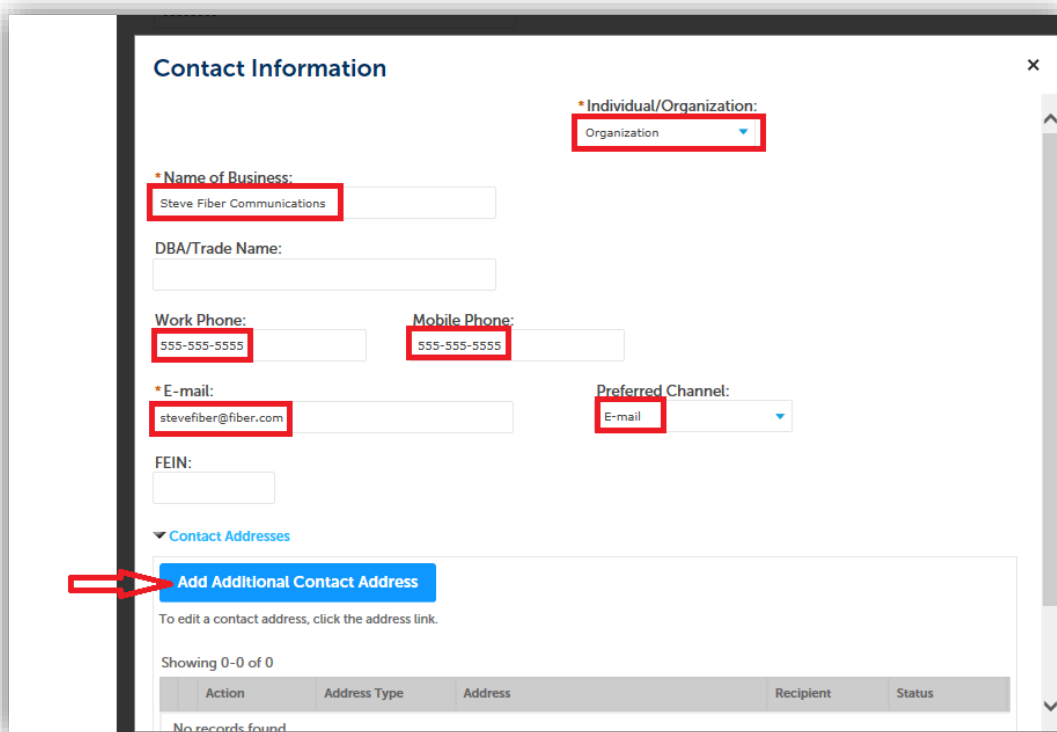
## ACA End User Training

Select Individual or Organization from the type drop down box and select continue



The screenshot shows a modal window titled "Select Contact Type". It contains a dropdown menu labeled "\*Type:" with "Organization" selected. Below the dropdown are two buttons: "Continue" (highlighted with a red arrow) and "Discard Changes".

Enter contact information and add contact address button by selecting the Add Additional Contact Address button.

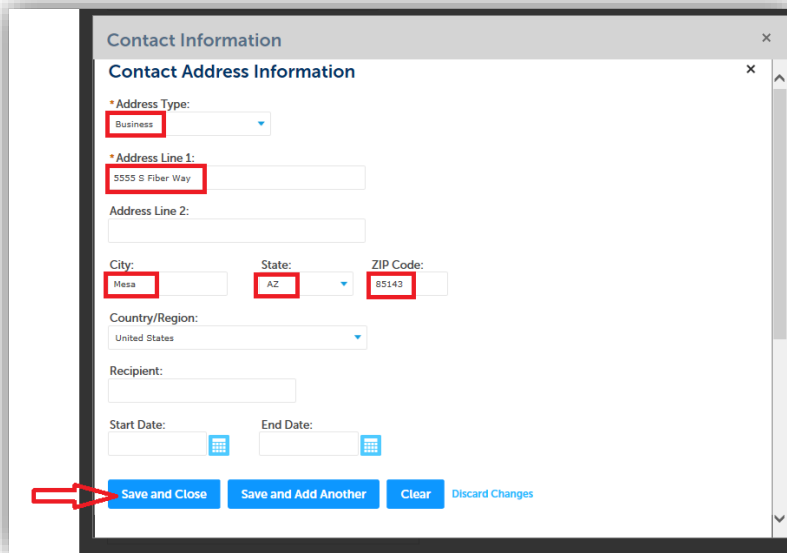


The screenshot shows a "Contact Information" form. Fields include: "\* Individual/Organization:" (dropdown, "Organization" selected), "\* Name of Business:" (text, "Steve Fiber Communications"), "DBA/Trade Name:" (text), "Work Phone:" (text, "555-555-5555"), "Mobile Phone:" (text, "555-555-5555"), "\* E-mail:" (text, "stevefiber@fiber.com"), "Preferred Channel:" (dropdown, "E-mail"), and "FEIN:" (text). Below these is a section titled "Contact Addresses" with a blue button "Add Additional Contact Address" (highlighted with a red arrow). Below the button is a table with columns: Action, Address Type, Address, Recipient, Status. The table shows "Showing 0-0 of 0" and "No records found".

# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

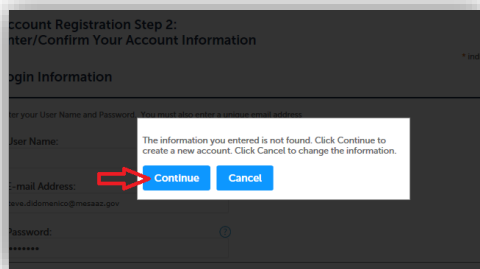
## ACA End User Training

Enter the address type, Street Address, City, State and zip code and select save.



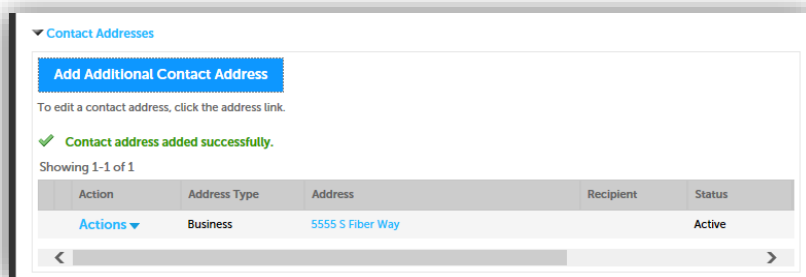
The image shows a 'Contact Information' form with a sub-section 'Contact Address Information'. The form includes fields for Address Type (set to 'Business'), Address Line 1 (5555 S Fiber Way), Address Line 2, City (Mesa), State (AZ), ZIP Code (85143), Country/Region (United States), Recipient, Start Date, and End Date. At the bottom, there are three buttons: 'Save and Close', 'Save and Add Another', and 'Clear'. A red arrow points to the 'Save and Close' button.

The information is not found box is displayed select the continue button



The image shows a dark-themed screen for 'Account Registration Step 2: Enter/Confirm Your Account Information'. It has fields for User Name, Email Address, and Password. A white error box in the center states: 'The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.' A red arrow points to the 'Continue' button.

The record contact added successfully box is displayed



The image shows a 'Contact Addresses' screen with a blue button 'Add Additional Contact Address'. Below it, a green message says 'Contact address added successfully.' Below the message, it says 'Showing 1-1 of 1'. There is a table with columns: Action, Address Type, Address, Recipient, and Status. The table contains one row with 'Business' as Address Type, '5555 S Fiber Way' as Address, and 'Active' as Status. A red arrow points to the 'Continue' button in the previous screen.

Make up a user name 4-32 characters that may contain (letters, numbers and any of these special characters: @ \_ -.) valid e-mail address, a password 8 – 20 characters in length, retype your password, Security Question, Security Question answer, Mobile Phone Number.

# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

Account Registration Step 2:  
Enter/Confirm Your Account Information

Login Information

Enter your User Name and Password. You must also enter a unique email address

\* User Name:

\* E-mail Address:

\* Password:

\* Type Password Again:

\* Enter Security Question:

\* Answer:

Mobile Phone:

☐ Receive SMS Messages

Scroll down and enter the words shown in the box on your screen, the information below will not be correct as it will change with every new user. Select continue registration

Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

✓ Contact added successfully.

**Steve Fiber Communications**  
SteveFiber@fbar.com  
Home phone: 555-555-5555  
Mobile Phone: 555-555-5555  
Work Phone: 555-555-5555  
Fax:   
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 1-1 of 1

Action	Address Type	Address	Recipient	Status
<a href="#">Actions</a>	Business	<a href="#">5555 S Fiber Way</a>		Active

Enter the words below

[Continue Registration >](#)

City of Mesa Home  
Copyright 2010 City of Mesa AZ. All rights reserved.

Your account has been created successfully is displayed and you can now log on using the username and password you created.

Announcements Register for an Account Login

Search...

Home Planning Permits Code Enforcement Licenses Transportation more ▼

Advanced Search ▼

✓ Your account has been created successfully. You can login immediately using your User Name and Password

**Your account has been successfully created.**  
Congratulations. You have successfully created an account with the Agency and can login immediately. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

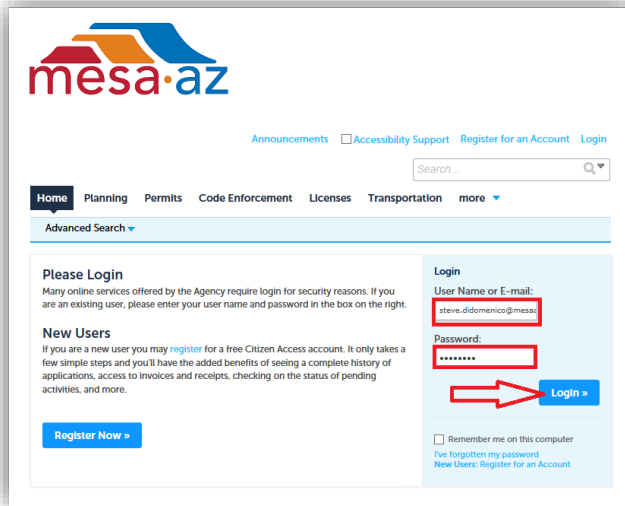
# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

Return to the login page by typing the following information into your web browser

<https://aca.accela.com/mesa/>

Type in your login name and password that you just created and select the login button



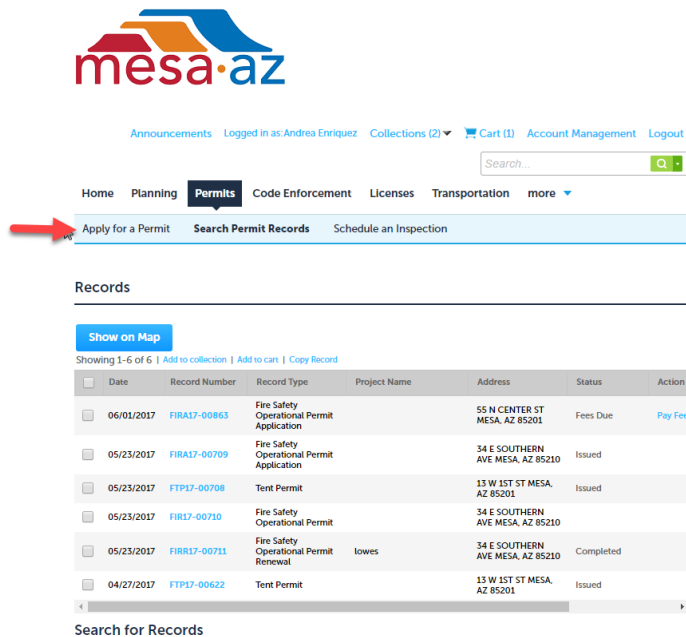
You can access Fire permits by selecting the Permits section



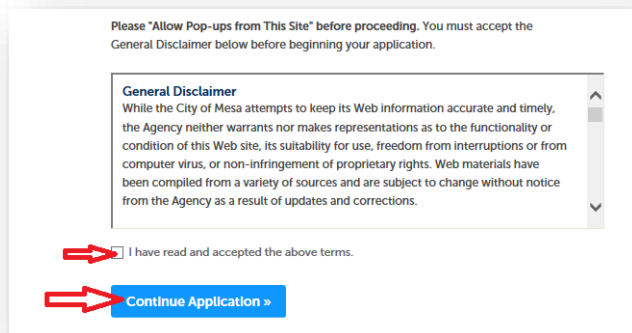
# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

The Permits Module is now displayed and you can create a new permit application by selecting “Apply for a Permit”



The online application page opens. Select the checkbox to accept the General Disclaimer and select the continue application button



# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

Select “Fire Safety Operational Permit Application” and click on the continue application button

**Select a Permit Type**

Choose one of the following permit types available for online application.

The following applications can be submitted under the permit type [Online Permits](#).

- Residential Electrical 200a or smaller
- Residential Electrical Repair (Like for Like)
- Residential Gas Pressure
- Residential Gas Line Repair/Replace
- Commercial Construction Noise Permit

For assistance or to apply for a permit type not listed below please contact us at (480) 644-4273.

- ☐ Addenda or Deferred
- ☐ Alarm PD Permit
- ☐ Annual Facilities Permit
- ☐ Commercial Building Permit
- ☐ Demo
- ☐ Document Retrieval
- ☒ Fire Safety Operational Permit Application
- ☐ Master Plan
- ☐ Mobile Home
- ☐ Online Permit
- ☐ Residential Building Permit
- ☐ Sign Permit
- ☐ Tent Permit

**1. Application:** Type in the address information or search for the address after typing in the street number and direction for the address of your work location by select search.

### Fire Safety Operational Permit Application

1 Location & Contacts	2 Occupant Information	3 Attachments	4 Review	5 Pay Fees	6
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#### Step 1: Location & Contacts > Location

\* indicates a required field.

#### Address

Enter the address information and click on Search to find the address in our files.

*Street No.:	Direction:	*Street Name:	Street Type:
<input type="text" value="20"/>	<input type="text" value="E"/>	<input type="text" value="MAIN"/>	<input type="text" value="--Select--"/>

Unit Type:	Unit No.:
<input type="text" value="--Select--"/>	<input type="text"/>

City:	State:	Zip:
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>

Full Address Start

Full Address End

Start Cross Street

End Cross Street

Address Type

# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

Select the appropriate address and scroll down to click on the select button

Non-City Utilities Permit - Standard

### Address Search Result List

- ☒ 20 E MAIN St, MESA Maricopa AZ 85201, 20 E MAIN ST, 20211 MESA AZ 85201
- ☐ 20 E MAIN St, PPED TP1, MESA Maricopa AZ 85201, 20 E MAIN ST TP1, 315984 MESA AZ 85201
- ☐ 20 E MCLELLAN Rd, MESA Maricopa AZ 85201, 20 E MCLELLAN RD, 17919 MESA AZ 85201
- ☐ 20 E NOLANA Pl, SAN TAN VALLEY AREA Maricopa AZ 85243, 20 E NOLANA PL, 168230 SAN TAN VALLEY AREA AZ 85243
- ☐ 20 E SOUTHERN Ave, MESA Maricopa AZ 85210, 20 E SOUTHERN AVE, 21890 MESA AZ 85210

### Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
13837003A	2	1022	MESA

### Associated Owners

Showing 1-1 of 1

Name	Address
MESA CITY OF	PO BOX 1466 MESA AZ 85211

**Select** Cancel

The address information is now entered into the record press the continue application button

Address

Use map to select work location

Country: United States

\*Street No.: 20 Direction: E

\*Street Name: MAIN Street Type: St

Unit Type: --Select-- Unit No.:

City: MESA State: AZ \*Zip: 85201

Search Clear

**Continue Application** Save and resume later



# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

Select “Add New” to add a new contact or “Select from Account” to use information already saved to your account

Non-City Utilities Permit - Standard

1 Application 2 Project Information 3 Documents 4 Review 5 Pay Fees 6

Step 1: Application > Contacts

\* indicates a required field.

Contacts

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Continue Application > Save and resume later

For New Contacts:

Select contact type from the drop down box and select the continue button (A contact must be added for Applicant, Billing Contact, Emergency Contact 1, and Emergency Contact 2, if that person/organization is the same for all four contacts you can easily use the “Select from Account” option to add the contact to each selection)

Fire Safety Operational Permit Application

1 Location & Contacts 2 Occupant Information 3 Attachments 4 Billing Information 5 Pay Fees 6

Step 1: Location & Contact Information

Select Contact Type

\*Type: --Select-- Applicant Billing Contact Emergency Contact 1 Emergency Contact 2 Property Manager Property Owner

Contact List

Enter information about the contact and email address. If you are applying for a new permit, you must provide a phone number and email from your registration. (See the top of the page.)

Select from Account Add New Look Up

Showing 0-0 of 0

First Name	Last Name	Business Name	Contact Type	E-mail	Action
No records found.					

Continue Application > Save and resume later

# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

Enter all contact information as shown below

### Contact Information

**\* First:**  **Middle:**  **\* Last:**

**Name of Business:**

**\* Mobile Phone:**  **Primary Phone**  **Work Phone:**

**\* E-mail:**

Add Contact Address

Click on “Add Contact Address”

**Contact Information**

**\* First:**  **Middle:**  **\* Last:**

**Name of Business:**

**\* Mobile Phone:**  **Primary Phone**  **Work Phone:**

**\* E-mail:**

▼ **Contact Addresses**

**Add Contact Address**

Select Address type and fill in all information

**Contact Information**

**Contact Address Information**

**\* Address Type:**

**\* Address Line 1:**

**Address Line 2:**

**\* City:**  **\* State:**  **\* ZIP Code:**

**Save and Close** **Save and Add Another** **Clear** [Discard Changes](#)

Click on “Save and Close”

# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

The contact added successfully box is displayed select the “Continue” button

**Contact Information** [X]

\* First: JANE Middle: Last: DOE

Name of Business:

\* Mobile Phone: 480-555-5555 Primary Phone: 480-555-5554 Work Phone: 480-555-5553

\* E-mail: JANE.DOE@ABC.COM

▼ Contact Addresses

**Add Contact Address**

To edit a contact address use the Action link.

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		PO BOX 1	Actions ▼

**Continue** **Clear** Discard Changes

Once all contact types are added click on “Continue Application”

## 2. Occupant Information:

Enter all occupant information into the appropriate boxes.

Fire Safety Operational Permit Application

1 Location & Contacts	2 Occupant Information	3 Attachments	4 Review	5 Pay Fees	6
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**Step 2 : Occupant Information > Occupancy Description**

\* indicates a required field.

Custom Fields

---

**OCCUPANCY DESCRIPTION**

\* Occupancy Description: Business Office

\* Occupancy Name: Mesa Plaza

\* Total Square Footage: 22000

\* Occupant Load: 150

\* Sprinkler System: Yes No

\* Fire Alarm: Yes No

\* Spray Paint: Yes No

\* Rack Storage of Combustibles: Yes No

\* Commercial Hood Suppression: Yes No

**Continue Application »** **Save and resume later**

Once all information is completed click on “Continue Application”

Introduction to Dimes for Fire Safety Operational Permit (FSOP)

ACA End User Training

**3. Attachments:** Select add button to add a document maximum size of 160 MB

(This step is not required, it is available only if you would like to include any documentation that would be helpful in our review of your application:

Fire Safety Operational Permit Application

1 Location & Contacts

2 Occupant Information

3 Attachments

4 Review

5 Pay Fees

6

Step 3: Attachments > Documents

\* indicates a required field.

Attachment

Attach plans and other documents related to the application here. After the permit has been issued, the Permit Document will be listed here and can be viewed and downloaded.

The maximum file size allowed is 160 MB.  
html,htm,mht,mhtml are disallowed file types to upload.

Name	Type	Description	Action	Document Status	Status Date	Latest Update
No records found.						

Select from Account

Add

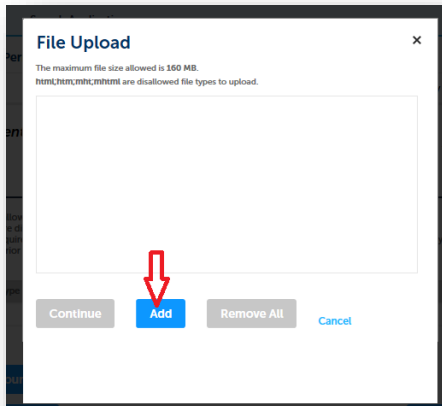
Continue Application »

Save and resume later

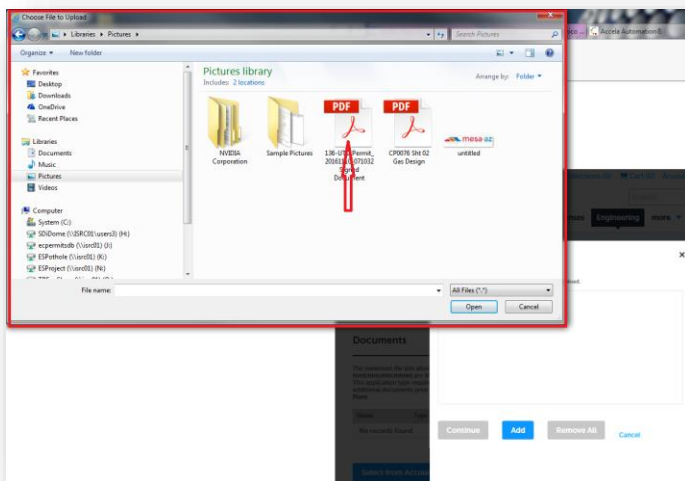
# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

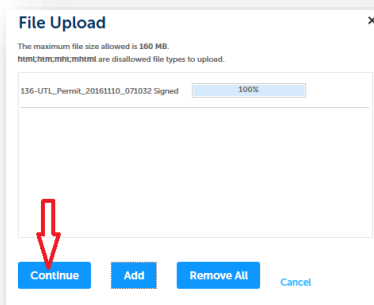
The file upload box opens select “Add”



The file selection box opens navigate to the file you want to upload and select it by double clicking it



The add file upload box opens select the continue button



# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

Enter the file type and description and select the save button

### Step 3: Attachments > Documents

\* indicates a required field.

#### Attachment

Attach plans and other documents related to the application here. After the permit has been issued, the Permit Document will be listed here and can be viewed and downloaded.

The maximum file size allowed is 160 MB.  
html,htm,mht,mhtml are disallowed file types to upload.

Name	Type	Description	Action	Document Status	Status Date	Latest Update
No records found.						

File: Site Plan.docx [Remove](#)

100%

\* Type:  
Other

\* Description:  
Site Plan

Also Attach To  
--Select--

[Save](#) [Select from Account](#) [Add](#) [Remove All](#)

[Continue Application »](#)

[Save and resume later](#)

The attachment successfully upload box is displayed select continue application



Click on "Continue Application"

# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

**4. Review:** document page is displayed after reviewing the information and editing anything that needs corrected select the “Continue Application” button

### Fire Safety Operational Permit Application

1	2 Occupant Information	3 Attachments	4 Review	5 Pay Fees	6 Record Issuance
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#### Step 4 : Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the “Edit” buttons to make changes to sections or “Continue Application” to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

#### Record Type

Fire Safety Operational Permit Application

#### Address

[Edit](#)

20 E MAIN ST MESA, AZ 85201

#### Parcel

[Edit](#)

Parcel Number: 13837003A

#### Owner

[Edit](#)

MESA CITY OF  
PO BOX 1466  
MESA AZ 85211

#### Contact List

[Edit](#)

Required Contact Type	Minimum
✓ Applicant	1
✓ Billing Contact	1
✓ Emergency Contact 1	1
✓ Emergency Contact 2	1

Showing 1-4 of 4

First Name	Last Name	Business Name	Contact Type	E-mail	Action
JANE	DOE		Applicant	JANE.DOE@ABC.COM	<a href="#">Edit</a>
Andrea	Enriquez		Billing Contact	andrea.enriquez@mesaaz.gov	<a href="#">Edit</a>
Andrea	Enriquez		Emergency Contact 1	andrea.enriquez@mesaaz.gov	<a href="#">Edit</a>
Andrea	Enriquez		Emergency Contact 2	andrea.enriquez@mesaaz.gov	<a href="#">Edit</a>

#### Custom Fields

##### OCCUPANCY DESCRIPTION

[Edit](#)

Occupancy Description:	Business Office
Occupancy Name:	Mesa Plaza
Total Square Footage:	22000
Occupant Load:	150
Sprinkler System:	Yes
Fire Alarm:	Yes
Spray Paint:	No
Rack Storage of Combustibles:	No
Commercial Hood Suppression:	No

#### Attachment

[Edit](#)

Attach plans and other documents related to the application here. After the permit has been issued, the Permit Document will be listed here and can be viewed and downloaded.

The maximum file size allowed is 160 MB.  
html,htm,mht,mhtml are disallowed file types to upload.

Name	Type	Description	Action	Document Status	Status Date	Latest Update
<a href="#">Site Plan.docx</a>	Other	Site Plan	<a href="#">Actions ▼</a>	Uploaded	06/04/2017	06/04/2017

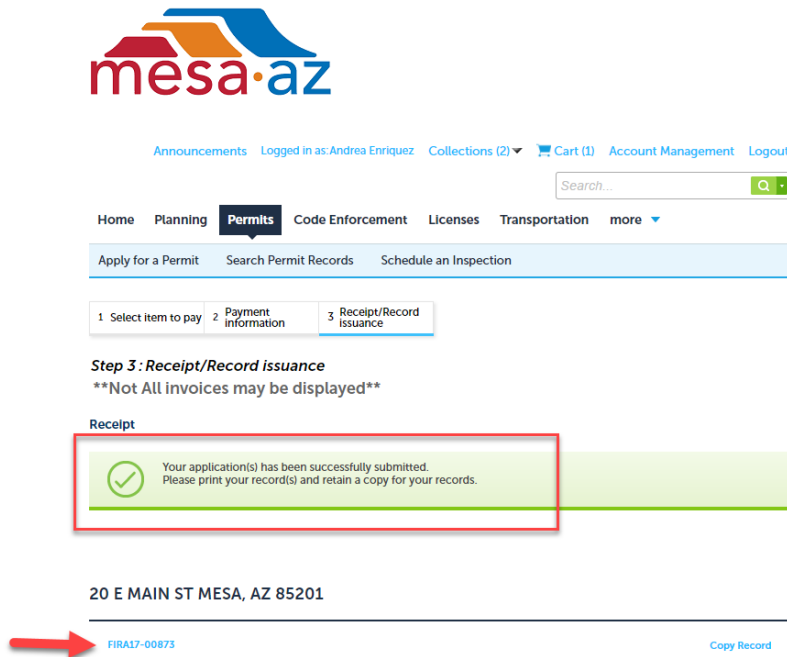
[Continue Application »](#)

[Save and resume later](#)

# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

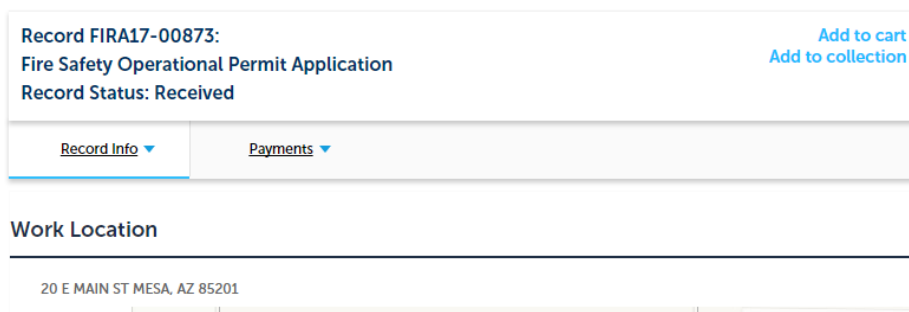
## ACA End User Training

The Application Submitted box is displayed and the new application record number is shown in blue example “FIRA17-00873”



Click on the “FIRAXX-XXXXX” number to view the record

The record is displayed





# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

To view and track your permit application go back to the main page and click on “My Records”, any permits that you have applied for will be seen on this page. You can check the status and also pay fees from this section.



Announcements Logged in as: Andrea Enriquez Collections (2) Cart (1) Account Management Logout

Search...

Home Planning Permits Code Enforcement Licenses Transportation more

Dashboard **My Records** My Account Advanced Search

▼ Permits

Showing 1-7 of 7 | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	06/04/2017	<a href="#">FIRA17-00873</a>	Fire Safety Operational Permit Application		20 E MAIN ST MESA, AZ 85201	Received	